

Section 1.3 DCDS Time Clock Reporting System Interface

Purpose	This section provides the procedures for agencies to who use identification cards through a time clock reader or other time and attendance reporting system to submit data electronically.
Reminders	<p>History</p> <p>There are several agencies where the employees scan their identification cards through a time clock reader for the purpose of time and attendance recording. There are also some agencies that have in-house time and attendance reporting systems rather than traditional time clock systems. In order for the hours to be processed through DCDS, it was necessary for timekeepers to manually enter time and attendance data after data was already collected through the time clock system. To eliminate this step, an interface process was developed that would allow agencies to submit data electronically.</p> <p>Description</p> <p>The interface process allows agencies to create electronic files of time sheet and activity data and send by File Transfer Protocol (FTP) to the Michigan Information Processing Center Data Exchange Gateway. This is accomplished by the time clock system or time/attendance reporting system being used by an agency. The Data Exchange Gateway will then forward the inbound interface files to the DCDS server and place them in the batch processing directory. The data is then loaded into tables, saved in an archive directory, updated in the Time/Activity database, updated in the Error Log Table, and generates a Time/Activity Batch Interface Errors Report. The Time/Activity Batch Interface Errors Report is accessed on-line from the DCDS <u>R</u>eports, <u>I</u>nterfaces menu.</p> <p>Interface Requirements</p> <ol style="list-style-type: none">1. Time and activity data for a given timekeeping unit can be submitted exclusively in the interface file, or a portion of the timekeeping unit data can still be entered directly into DCDS.

DCDS Time Clock Reporting System Interface

Reminders (Continued)

Interface Requirements (continued)

2. Each agency is responsible for modification of their system to meet the DCDS field formats for time and activity data, as well as the creation of a batch process for transmission of the electronic file to the Data Exchange Gateway.
3. Interface file layout and FTP requirements for agencies to include in their automated time clock system is provided by MAIN-HRS staff.
4. Any vendor's automated time clock system can be used as an interface with DCDS; however, the interface file must comply with DCDS defined file format specifications.
5. Activity and time data must be submitted in separate interface files for the current pay period only and cannot be combined into one file.
6. Each agency can send more than one time and/or activity file(s) for TKUs within that agency.
7. Each data file sent should have headers and footers so that the data received is checked for any transmittal errors. Also, an end of file designation is required for each interface file processed during a file transfer protocol session.
8. If an interface file contains a time and/or activity record that already exists in DCDS with an action code of **Submitted** or **Approved**, as it was previously entered on-line or sent in a prior interface file for the current pay period, the record in the new interface file will not be updated to DCDS. It will **not** override the original time and/or activity record in DCDS for that employee.

DCDS Time Clock Reporting System Interface

Reminders
*(Continued)***Interface Requirements (continued)**

9. The fields in the interface file must meet current DCDS data validation rules. If the record contains fields in error, those records will be updated with an action code of **Saved** to allow the TKU to correct these records. Errors may be reviewed on-line through the Reports, Interface menu. However, if an interface file contains a time and/or activity record that already exists in DCDS with an action code of **Saved**, as it was previously entered on-line or sent in a prior interface file for the current pay period, the record in the new interface file will be updated to DCDS.
10. Interface files can be sent on Friday through Tuesday during DCDS TKU Release. The files will be processed at the following times: 3:30 AM, 8 AM, 9 AM, 10 AM, 11 AM, 12:30 PM, and 4 PM. Note that the 4 PM time will not be done on the Tuesday TKU release day due to DCDS batch processing requirements.
11. Modifications can be made by a timekeeper after the interface file has been sent to DCDS for the current pay period only. Adjustments to time and/or activity data after the close of the pay period cycle must be done in DCDS only and not in the automated time clock system or time/activity reporting system.
12. Each agency is responsible for adding new employees to their automated time clock system or time/activity reporting system, as well as the Human Resource Management Network system. (HRMN).
13. A new user ID and password must be established on the tandem computer system used for the electronic data exchange gateway at the Michigan Information Processing Center (MIPC) for the MAIN DCDS mailbox.
14. The time or activity data is saved in an archive directory for a period of 30 days.

DCDS Time Clock Reporting System Interface**Reminders
(Continued)****Rules for DCDS Processing of Time/Activity Inbound Files**

1. **Time** Files sent from Ultratime software or other time/activity reporting system to DCDS.
 - A. If a timesheet for an employee already exists in DCDS with **Save** status only and has NOT been submitted, prior to a time record being sent from a time/activity reporting system for same employee, the time record sent to DCDS will overlay the existing time data previously in DCDS for same employee.
 - B. If a timesheet for an employee already exists in DCDS with **Submit** status, but NOT approved and the TKU has NOT been audited, certified or released, prior to a time record being sent from a time/activity reporting system for the same employee, the time record sent to DCDS will be updated with **Save** status and created as a new version in DCDS.
 - C. If a timesheet for an employee already exists in DCDS with **Submit** status, has been approved, but the TKU has NOT been audited, certified or released, prior to a time record being sent from a time/activity reporting system for the same employee, the time record sent to DCDS will NOT be updated to DCDS. This inbound time record will appear on the Time/Activity Batch Interface Errors Report with the following message “Timesheet has already been approved”.
 - D. If a timesheet for an employee already exists in DCDS with **Submit** status, has been approved, and the TKU has been audited, certified and/or released, prior to a time record being sent from a time/activity reporting system for the same employee, the time record sent to DCDS will NOT be updated to DCDS. This inbound time record will appear on the Time/Activity Batch Interface Errors Report with the following message “Timesheet has been audited, certified, or released for this pay period.”

DCDS Time Clock Reporting System Interface

Reminders (Continued)	Rules for DCDS Processing Time/Activity Inbound Files (Continued) 2. Activity Files sent from Ultratime software or other time/activity reporting system to DCDS. A. If activity data for an employee already exists in DCDS with Save status only and has NOT been submitted, prior to an activity record being sent from time/activity reporting system for same employee, the activity record sent to DCDS will overlay the existing activity data previously in DCDS. B. If activity data for an employee already exists in DCDS with Submit status prior to an activity record being sent from time/activity reporting system for same employee, the activity record sent to DCDS will be updated with Save status and created as a new version in DCDS. C. If activity data for an employee already exists in DCDS with Submit status and has been approved, prior to an activity record being sent from time/activity reporting system for same employee, the activity record sent to DCDS will NOT be updated to DCDS. This inbound activity record will appear on the Time/Activity Batch Interface Errors Report with the following message “Activity has already been approved.”
References	<i>No Specific References</i>

DCDS Time Clock Reporting System Interface

Rejection Reasons on DCDS Time/Activity Batch Interface Report

The following is a description of the reasons why a rejection may occur for Time Data

Rejection Reason	Action to be Performed
Timesheet has already been approved.	Time data cannot be submitted again in the interface file, as employee's time data for same pay period has previously been approved in DCDS.
Oracle Error This message is an Oracle Error generated by the system.	In the event of an Oracle error, try submitting the timesheet again using Data Collection. Also, notify MAIN Help Desk about the Oracle error.
The Hours Type is not valid for this employee.	Enter the hours in this record using Data Collection and a valid Hours Type, then submit the timesheet.
Hours for a day must be between 0 and 24.	Enter the correct hours for this record using Data Collection and submit timesheet. Hours for one day must be between 0 and 24.
The person does not have a valid appointment.	Search for this person using his/her Social Security Number in Data Collection. If employee is valid for the department, agency, and TKU, enter his/her time by hours type for current pay period and submit timesheet.
Dept., Agy., or TKU is not valid for this PP_END_DATE.	<p>There are two possible reasons for error message.</p> <p>If the department, agency, and/or TKU field values sent in time interface file are <u>not</u> correct for current pay period, re-send the time file or enter the timesheets using Data Collection.</p> <p>If the department, agency, and/or TKU field values sent in time interface file are correct for current pay period, notify MAIN Help Desk of problem. Then re-send the time file or enter the timesheets using Data Collection, once this Department's, Agency's, and/or TKU's identity has been corrected within DCDS.</p>

**DCDS Time Clock Reporting System Interface
Rejection Reasons on DCDS Time/Activity Batch Interface Report**

<i>Time Data (Continued)</i>	
Rejection Reason	Action to be Performed
This TKU has been audited, certified or released for this pay period.	Timesheets cannot be resubmitted for this pay period via the time interface file. However, they can be adjusted after the payroll processing using Data Collection Adjustment window.
Valid PP End Date not found in Calendar for the 'sysdate'.	Notify MAIN Help Desk. Calendar should have the correct pay period end date. Send the time data file again after correction has been made.
Number of records in the file is not equal to the number of records in the trailer record.	Check the time file that was sent to DCDS. Correct the number of records in the trailer record (this should be automatic by the time clock software) and send the file again.
Duplicate Hours Type coding block combination found in the timesheet for the same hours type coding block.	Enter the hours in the timesheet using the correct 'hours type' and coding block using Data Collection and submit the timesheet.
Invalid Pay Period End Date.	Check the pay period of the records in the time file. Using Data Collection, enter the hours for the Social Security Numbers in the rejected records for correct pay period and submit timesheets.
No valid record found for this record in LOAD_TMCK_TAS table.	There is a time comment record (TB record type) which does not have a corresponding time data record (TA record type). This comment record (TB record type) was not loaded into the DCDS database.
Header record not found for the file.	All of the records in the time file were rejected, because the file sent did not contain a header record. Correct the file's header record and re-send the file. As an alternative, enter the timesheets using Data Collection and then submit the timesheets.

DCDS Time Clock Reporting System Interface

Rejection Reasons on DCDS Time/Activity Batch Interface Report

<i>Time Data (Continued)</i>	
Rejection Reason	Action to be Performed
Valid PP End Date NOT Found in the Header record.	All of the records in the time file were rejected as an invalid pay period end date was in the time file's header record. Correct the pay period end date in the time file's header record and re-send the file. As an alternative, enter the timesheets using Data Collection and then submit the timesheets.
Footer record not found for file.	All of the records in the file were rejected. Correct the file's footer record and re-send the file. As an alternative, enter the timesheets using Data Collection and then submit the timesheets.
Valid PP End Date not found in the footer record.	All of the records in the time file were rejected as an invalid pay period end date was in the time file's footer record. Correct the pay period end date in the time file's footer record and re-send the file. As an alternative, enter the timesheets using Data Collection and then submit the timesheets.
Invalid Time Data.	These time records were not processed as they had invalid data, and the data validation problem did not pertain to any of the above mentioned time file error messages. Enter the hours for these records using the Data Collection and submit the timesheets.
One of the required fields (Dept/Agy/TKU/SSN/ POSITION_ID/ HOURS_TYPE/ STD_IND) IS MISSING	These time record(s), record type TA, could not be processed as record(s) had one or more mandatory fields missing (department, agency, time keeping unit, social security number, position ID, hours type, and standard indicator). Enter the correct time data for records with this data error condition(s), using Data Collection and submit the time data.
One of the required fields (SSN/POSITION_ID/HOURS_T YPE/DAY_NUMBER) IS MISSING	These time comment record(s), record type TB, could not be processed as they had one or more mandatory fields missing (social security number, position ID, hours_type, day number).

DCDS Time Clock Reporting System Interface

Rejection Reasons on DCDS Time/Activity Batch Interface Report

The following is a description of the reasons why a rejection may occur for Activity Data

Rejection Reason	Action to be Performed
Oracle Error. This message is an Oracle Error generated by the system.	In the event of an Oracle error, try submitting the activity data again using Data Collection. Also, notify MAIN Help Desk about the Oracle error.
Activity has already been approved.	Activity data cannot be submitted again in the activity interface file, as employee's activity data for same pay period has previously been approved in DCDS.
Invalid activity usage entry status.	Notify MAIN Help Desk about the error, as there are problems relating to the activity entry status field in the DCDS data base for one or more employees. When problem corrected, re-send activity file. As alternative, once problem corrected in DCDS data base, enter activity data for employee(s) impacted by error using Data Collection.
Invalid CB.	Enter a valid coding block using Data Collection, then submit the activity data.
Duplicate activity code and coding block found for the activity data for the same activity code and coding block.	Enter the activity using the correct 'activity code' and coding block using Data Collection and submit the activity data.
Numeric value error.	Enter the correct activity amount field(s) (activity_day_1 thru activity_day_14) using Data Collection and submit the activity data.
Invalid activity_code.	Enter the activity using the correct 'activity code' field using Data Collection and submit the activity data.
No activity amounts were found for any day in activity record.	In Data Collection, enter the activity using the valid activity amount field, activity_day_1 thru activity_day_14, and submit the activity data.

DCDS Time Clock Reporting System Interface

Rejection Reasons on DCDS Time/Activity Batch Interface Report

Activity Data (Continued)	
Oracle error during Activity_usages update.	Notify MAIN Help Desk about the error. Due to the data base update error, enter and submit the activity data again using Data Collection, once DCDS data base problem has been corrected.
This employee does not have valid appointment.	Search for this person using his/her Social Security Number in Data Collection. If employee is valid for the department, agency, and TKU, enter his/her activity data type for current pay period and submit.
Dept., Agy., or TKU is not valid for this PP_END_DATE.	<p>There are two possible reasons for error message.</p> <p>If the department, agency, and/or TKU field values sent in time interface file are <u>not</u> correct for current pay period, re-send the activity file or enter the activity data using Data Collection.</p> <p>If the department, agency, and/or TKU field values sent in time interface file are correct for current pay period, notify MAIN Help Desk of problem. Then re-send the activity file or enter the activity data using Data Collection, once this Department's, Agency's, and/or TKU's identity has been corrected within DCDS.</p>
Invalid Pay Period end date.	Check the pay period end date of the records in the activity file. Using Data Collection, enter the activity data for the Social Security Number(s) in the rejected records for correct pay period and submit activity data.
Number of records in the file is not equal to the number of records in the trailer record.	Check the activity file that was sent to DCDS. Correct the number of records in the trailer record (this should be automatic by the time clock software) and send the file again.
Header record not found for the file.	All of the records in the activity file were rejected, because the file sent did not contain a header record. Correct the file's header record and re-send the file. As an alternative, enter the activity data using Data Collection and then submit the activity data.

**DCDS Time Clock Reporting System Interface
Rejection Reasons on DCDS Time/Activity Batch Interface Report**

<i>Activity Data (Continued)</i>	
Valid PP End Date NOT Found in the Header record.	All of the records in the activity file were rejected as an invalid pay period end date was in the activity file's header record. Correct the pay period end date in the activity file's header record and re-send the file. As an alternative, enter the activity data using Data Collection and then submit the activity data.
Footer record not found for the file.	All of the records in the activity file were rejected. Correct the file's footer record and re-send the file. As an alternative, enter the activity data using Data Collection and then submit the activity data.
Valid PP End Date not found in the footer record.	All of the records in the activity file were rejected as a valid pay period end date was in the activity file's footer record. Correct the pay period end date in the activity file's footer record and re-send the file. As an alternative, enter the activity data using Data Collection and then submit the activity data.
No matching AA record type found for this AB record type.	An "AA" record type exists on file with no corresponding "AB" record type for the same employee.
Invalid Activity Data.	These activity records were not processed as they had invalid data, and the data validation problem did not pertain to any of the above mentioned activity file error messages. Enter the correct activity data for employee(s) with this data error condition, using Data Collection and submit the activity data.

**DCDS Time Clock Reporting System Interface
Rejection Reasons on DCDS Time/Activity Batch Interface Report**

<i>Activity Data (Continued)</i>	
One of the required fields (Dept/Agy/TKU/SSN/POSITION_ID/ACTIVITY_CODE/STD_IND) is missing.	These activity record(s), record type AA, could not be processed as record(s) had one or more mandatory fields missing (department, agency, time keeping unit, social security number, position ID, activity code, and standard indicator). Enter the correct activity data for records with this data error condition(s), using Data Collection and submit the activity data.
One of the required fields (SSN/POSITION_ID/ACTIVITY_CODE/DAY_NUMBER) is missing.	These activity records could not be processed as they had one or more mandatory fields missing (social security number, position ID, activity code, and day number). Enter the correct activity data for record(s) with this data error condition, using Data Collection and submit the activity data.